



# Office of the City Clerk

Weekly Report – for Week Ending January 9, 2015

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**ClerkSTAT** - The monthly ClerkSTAT meeting was held this week.

### City Primary/General 2015 Elections:

**Write-In Candidate Filing** - Write-In filing began on January 5, 2015 and will end on February 17, 2015 at 5:00 p.m. To date, four people have filed to become write-in candidates.

**Outreach** - Since early December, staff has attended 30 events and recruited 146 poll workers (50 percent of which are bilingual).

The City Employee Poll Worker (CEP) program continues into its next phase: placement of CEPs into polling places. Of the 921 applications received, 702 were eligible City employees for placement on precinct boards. Placements are in progress.

A press release was issued this week announcing the need for poll workers for the March 3, 2015 Municipal election.

**Vote By Mail (VBM)** - VBM ballots arrived and have been unloaded, inspected, labeled, and stored. Data files for the absentee ballot mailings have been extracted from the County registrar U.S. Post Office standards for bar codes and sorted mail discounts. Approximately 650,000 vote by mail ballots will be mailed as part of the first mailing that goes out to Permanent Vote By Mail Voters.

### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	2/1
Number of Notices/Publications	3
Number of Contracts Attested	22
Number of Council Files Created	6
Number of Claims Received	76
Number of Referrals	16
Number of Council Meetings	2
Number of Committee Meetings	1

### Neighborhood and Business Improvement Districts:

The public hearing was held for the reconfirmation of the Wilshire Center Business Improvement District assessment and is scheduled for the January 7, 2015 Council meeting. Council adopted a Transportation Committee report requesting the status of the proposed Hollywood Route 66 Business Improvement District.

Staff attended a meeting relative to the proposed Central Avenue business improvement district.

2015 Annual Planning Reports: 26 of 29 reports were received. The reports were due in December 2014. Staff are following up with the remaining BIDs.

## TOP ITEMS

- **Write-in Candidate Filing began this week**
- **Preparation for Vote by Mail mailings in progress**
- **Phase III of the Microfilm Conversion Project has started**
- **Monthly ClerkSTAT conducted**



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**Fiscal** - Staff submitted the Revenue Estimate report to the City Controller and the quarterly Bank Certification Report to the Office of Finances; submitted the monthly Financial Status Report to the CAO; and drafted one contract amendment for records storage pending execution of a new contract.

**AB1290/Council** - Staff closed out one (1) contract and processed two (2) requests for payments.

**Personnel** - Staff attended a Work Force Succession Planning meeting held by the Personnel Department; coordinated with Controller staff for automated salary step increases effective 12/28/14 in the PAYSR system for affected employees; and attended a Department Disability Coordinator meeting on accommodation policies for employees with Autism.

**Records Management System** – Staff has setup and is testing a new major release of the Versatile application. Versatile is the records retention and management system for the Records Center.

**Social Media Management** - Staff deployed Hootsuite, a Software as a Service (SaaS) that allow the management of multiple social media accounts using a single application for scheduling and posting of all social media activities. The City Clerk website will be updated as well as high-light ads placed on the City of LA Website and City Clerk website to advertise the City Clerk Facebook page.

**Records Storage RFP** - The RFP review committee has recommended a vendor and the City Clerk's Office is initiating contract negotiations.

**Microfilm Conversion of City Council Minutes** – Additional funds have been secured and an Authority for Expenditure has been approved to complete the conversion of the microfilmed City Council minutes dating back to 1850 to a digital format.

**Archives Preservation Grants** - The Archivist has prepared a grant proposal to be sponsored by the Los Angeles City Historical Society for submission to the Haynes Foundation for funding to preserve and digitize a collection of training and public relations films from the Los Angeles Police Department and other departments.

**Archives Research** - A professor from the University of Southern California researched the history of free speech ordinances in Los Angeles and the designation of the Plaza as a free speech zone in 1913.

Inquiries were received about the history of the Central City Redevelopment area and the Bunker Hill Redevelopment area.

**Marriage Solemnization** - Effective January 1, 2015, the State law changed granting City Clerks the authority to perform marriage ceremonies. The City Clerk attended training provided by the Los Angeles County Registrar – Recorder/County Clerk to be certified to perform this function.

## ISSUES

None to report.

## UPCOMING . . .

**Disaster Recovery Test** - A Systems Disaster Recovery test for the Election section is scheduled for January 10<sup>th</sup> as part of the preparation for the March Primary election.